

ARTICLE 23

TRAINING

All policies, work rules and standards, and regulations concerning conduct and performance shall be available to employees. The Employer shall make a reasonable effort to provide initial training and periodic retraining to all employees. Such training shall be provided to enable the employees to effectively understand the work expected of them and to perform their job duties.

Copies of pertinent Civil Service and Department/Agency rules, policies and regulations shall be provided or made available to an employee at the beginning of his/her employment and at such time as the rules, policies and/or regulations change or become effective. A record of each employee's training courses completed shall be kept by the employee's Appointing Authority.